



EDGBASTON PRIORY CLUB

Safeguarding Policy

Signed by:

Matt Rawnsley
Chief Executive
November 2021

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Part One: Safeguarding Statement & Policy

1) Our Statement

Edgbaston Priory Club acknowledges the duty of care to safeguard and promote the welfare of children and at-risk adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority and legislative requirements.

The policy recognises that the welfare and interests of children and at-risk adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all individuals:

- Have a positive and enjoyable experience of at Edgbaston Priory Club in a safe and centred environment;
- Are protected from abuse whilst participating in activities provided by Edgbaston Priory Club, or outside of the activity.

We acknowledge that some children and / or at-risk adults, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

2) Our Policy

As part of our safeguarding policy, we will:

- Promote and prioritise the safety and wellbeing of children and at-risk adults;
- Value, listen, and respect children and at-risk adults;
- Ensure robust safeguarding arrangements and procedures are in operation;
- Adopt safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers;
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and at-risk adults;
- Provide effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently;
- Ensure appropriate action is taken in the event of incidents / concerns of abuse and support provided to the individuals who raise or disclose the concern;
- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored;
- Record and store information securely, in line with data protection legislation and guidance (more information about this is available from the Information Commissioner's Office);
- Prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made;
- Appoint a Designated Safeguarding Lead for children and at-risk adults, appropriate deputies and a lead trustee / board member for safeguarding;
- Develop and implement an effective online safety policy and related procedures;
- Share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions;
- Make sure that children, at-risk adults and their parents / guardians know where to go for help if they have a concern.

The policy and procedures will be widely promoted and are mandatory for everyone involved and associated with Edgbaston Priory Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

3) Monitoring & Review

This policy will be reviewed annually, or before in the following circumstances:

- As a result of a change in legislation and / or government guidance;
- As required by the local safeguarding partnership, UK Sport, The Lawn Tennis Association, Squash England, or any other regulatory stakeholder;
- As a result of any other significant change or event.

This policy was most recently reviewed on **November 2021**

Signed by:



John Lawrence
Designated Safeguarding Lead

4) Expectations

This Policy is applicable to all staff, coaches, committee members, volunteers, stakeholders, club members and visitors.

All staff, coaches, committee members, volunteers, stakeholders will:

- Be familiar with this Safeguarding Policy;
- Understand their role in relation to safeguarding;
- Be subject to Safer Recruitment processes and checks;
- Be subjected to an Enhanced DBS check should their role require one;
- Be alert to signs and indicators of possible abuse (See Section Two: Understanding different types of abuse and potential indicators)

Advice, guidance, and support is available from the Designated Safeguarding Lead, or the Deputy Safeguarding Lead(s).

5) Responsibility for the implementation of the Safeguarding Policy

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

- The Edgbaston Priory Club Board has overall accountability for this Policy and its implementation;
- The Designated Safeguarding Lead is responsible for updating this Policy in line with legislative and club developments;
- The Board Member for Safeguarding is responsible for ensuring this Policy is reviewed annually, or sooner as required;
- All individuals involved in / present at the Club are required to adhere to the Policy and their relevant Code of Conduct.

6) Contact Details – Designated Safeguarding Lead & Deputies

Designated Safeguarding Lead	
Name:	John Lawrence
Job Title:	Assistant Grounds Manager
Tel:	07837 263 637
Email:	John.lawrence@edgbastonpriory.com

Deputy Safeguarding Lead	
Name:	Robert Saffery
Job Title:	Operations Director
Tel:	0121 446 3185
Email:	Robert.saffery@edgbastonpriory.com

Deputy Safeguarding Lead	
Name:	David Lawrence
Job Title:	Grounds Manager
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Deputy Safeguarding Lead	
Name:	Jon Cooper
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Deputy Safeguarding Lead	
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Deputy Safeguarding Lead	
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Deputy Safeguarding Lead	
Name:	[TBC]
Job Title:	[TBC]
Tel:	[TBC]
Email:	[TBC]

Deputy Safeguarding Lead	
Name:	[TBC]
Job Title:	[TBC]
Tel:	[TBC]
Email:	[TBC]

Deputy Safeguarding Lead	
Name:	[TBC]
Job Title:	[TBC]
Tel:	[TBC]
Email:	[TBC]

Information on who the designated 'On-duty' Safeguarding Lead is at any given time can be accessed via Edgbaston Priory Club reception.

In a safeguarding emergency, where a child or at-risk adult is at immediate risk of harm, call 999 first.

7) The Safeguarding Team

The Safeguarding Team is made up of:

The Designated Safeguarding Lead who is:

- John Lawrence

The Deputy Safeguarding Lead(s) who is / are:

- Robert Saffery
- David Lawrence
- Jon Cooper
- James Corbett

If there is a concern about a child or at-risk adult a member of the Safeguarding Team must be informed, via the **Safeguarding Reporting Procedure** (Appendix A). A **Safeguarding Concern Form** must also be completed for the purpose of record keeping (Appendix B).

If, due to an exceptional circumstance, a member of the team is not available a **Safeguarding Concern Form** (See *Appendix B*) must be completed and placed in the confidential drop box located behind the clubhouse reception (**if there is an imminent risk of harm to a child or at-risk adult call 999 first**).

The Safeguarding Team are here to ensure Edgbaston Priory Club adheres to the club's duty of care to safeguard and promote the welfare of children and at-risk adults. The Safeguarding Team will ensure safeguarding practice reflects statutory responsibilities, government guidance and complies with best practise and local authority requirements.

All concerns must be reported to the Safeguarding Team. Once they have received a concern, they will decide on the appropriate action to be taken. Safeguarding information will be dealt with in a confidential manner. Additional staff will be informed of relevant details only when the Safeguarding Team feels their having knowledge of a situation will improve their ability to support an individual child, at-risk adult and/or family.

All records will be stored securely in a central place and stored in line with current data legislation and guidance. All records will be stored electronically, and all paper files will be disposed of confidentially once transferred. All records will be kept for a period of 7 years after the Club's last contact with the child or at-risk adult and their family.

Parents will be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff. **Information will not be disclosed to the parent if that information would put the child at risk of harm.**

All members of the Safeguarding Team must undergo training to provide them with the knowledge and skills required to carry out the role. Training should be updated every two years, or sooner if deemed appropriate. In addition to this the Safeguarding Team will update their knowledge at regular intervals to keep up with any developments relevant to their role.

8) Promoting a Safer Staff Culture

Safer Recruitment & Selection

Edgbaston Priory Club will follow Safer Recruitment practices for the recruitment of all staff, coaches, Board and sub-committee members and volunteers. This includes scrutinising applicants, verifying identity and relevant qualifications, obtaining professional and character references, checking previous employment history and ensuring the candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including criminal record checks (DBS checks), barred list checks and prohibition checks. Evidence of these checks must be recorded.

All recruitment materials will include reference to Edgbaston Priory Clubs commitment to safeguarding and promoting the wellbeing of children and at-risk adults.

All Heads of Department (H.O.D's) will undertake appropriate training in Safer Recruitment. At least one H.O.D trained in Safer Recruitment will be involved in all staff / volunteer recruitment processes.

Inductions

All staff, coaches, Board and sub-committee members and volunteers must be aware of the systems, policies and procedures in place at Edgbaston Priory Club which support Safeguarding. These should be explained to them as part of their induction. These should include:

- Alcohol & Drugs Policy;
- Bullying and harassment Policy;
- Code of Conduct;
- Data Protection Policy;
- Disciplinary Policy;
- Disclosure and Barring Service Policy;
- Email, Internet and Social Media Policy;
- Grievance Policy;
- Health and Safety Policy;
- Inclusion, Diversity and Equality Policy;
- Whistle Blowing Policy.

In addition, staff, coaches, Board and sub-committee members and volunteers will receive information on:

- How to be alert to signs and indicators of possible abuse (See Section Two)
- How to deal with a disclosure of abuse (**See Appendix A – Safeguarding Reporting Procedure**);
- How to complete a Safeguarding Concern Form (**Appendix B – Safeguarding Concern Form**);
- The role of the Safeguarding Team (Including introductions to these staff).

Training

All staff, coaches, Board and sub-committee members and volunteers will complete an in-house Safeguarding Awareness Course within one month of the commencement of their appointment at Edgbaston Priory Club. The in-house course will focus on understanding the principles of safeguarding, the indicators of abuse or neglect (with particular focus on areas of highest risk as determined by local factors), and the Club's reporting procedures.

All members of the Safeguarding Team will complete a Level 3 training course related to the role of Designated Safeguarding Lead.

Support

We recognise the stressful and traumatic nature of work relating to Safeguarding, Child Protection, and the Protection of At-risk Adults. Edgbaston Priory Club will support all staff, coaches, Board and sub-committee members and volunteers, by providing an opportunity to talk through their anxieties with a member of the Safeguarding Team and to seek further support as appropriate.

9) Code of Conduct

Codes of Conduct are in place which set out the expectations Edgbaston Priory Club for all stakeholders who work with children and / or at-risk adults.

The Code of Conduct for staff, coaches, Board and sub-committee members and volunteers should be reviewed, signed, and a copy held on file by Edgbaston Priory Club, by all those who it is applicable to.

The Codes of Conduct for Junior's and for Adult's (Member and Non-Member) should be displayed prominently throughout the club and be communicated to all stakeholders as appropriate.

- For the **Code of Conduct for staff, coaches, Board and sub-committee members and volunteers** please refer to Appendix C;

- For the **Junior Code of Conduct** please refer to Appendix D;

- For the **Adult (Member and Non-Member) Code of Conduct** please refer to Appendix E.

10) Use of Reasonable Force

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and / or at-risk adults. The term 'reasonable force' covers the broad range of actions used by individuals that involves a degree of physical contact to control or restrain those at risk of harm, or of causing harm. This can range from guiding a child or at-risk adult to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child or at-risk adult needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between individuals or blocking an individual's path, or active physical contact such as leading an individual by the arm out an area.

In all circumstances, the use of force is only permissible as a last resort.

11) Use of transport

Members of staff, coaches and volunteers are not responsible for transporting children or at-risk adults unless it has been organised by the Club. It is reasonable for the Club and coaches to place responsibility on parents / guardians for ensuring appropriate transport arrangements are made for their children or at-risk adult. Parents / guardians may choose to make private arrangements with another adult (such as a family friend) to transport their child / at-risk adult, however, should let the venue know.

In situations where the Club is arranging transportation for children or at-risk adults (for example, to an away match) the Club must ensure the following:

- Parents / guardians must return to the Club a completed **Consent and Emergency Contact form** (see appendix F) and the driver should have a copy of this with them on the journey in case of emergencies;
- Parents / guardians must be informed of the destination, duration of the trip, reason for the journey and who the driver will be, as well as having the contact details of the driver in case of emergencies;
- The driver is a current member of staff, coach or volunteer with a valid UK driving licence, satisfactory DBS check, correct insurance, and MOT certificate;
- There are two adults in the car;
- Children are always seated in the back and wear an appropriate seatbelt;
- Individuals under 12 years old or 135cm tall must use the right type of booster chair or booster cushion;
- Older children should use an adult seat belt;
- If the children or at-risk adults are a mixture of female and male, where possible the two adults should also be male and female;
- If transporting children / at-risk adults in a mini-bus or bus, the driver must also have the correct type of licence and the passengers must always wear an appropriate seatbelt;
- There is an established procedure in the event of a breakdown/emergency (see below).

In the event of a breakdown the driver must inform the parent(s) / guardian(s) and the relevant Head of Sport immediately, specifying where they are and the estimated recovery time. Where possible alternative transport will be arranged by the Club.

In the event of a medical emergency the driver is to call 999 immediately and seek medical assistance, they will then need to inform the parent / guardian and the relevant Head of Sport of the incident.

If any of the above emergencies arise or the journey does not occur as planned, an accident / incident form must be completed on return to the Club.

Before and after each journey it is important that someone other than the driver talks to the child / children / at-risk adult(s) and ensures they are comfortable with the arrangements of the journey and are happy with how the journey went.

It is the responsibility of the relevant Head of Sport (Racquets Manager and Head of Squash and Racketball) to ensure this policy is followed.

Part Two: Understanding different types of abuse and potential indicators

12) Types of Abuse and Potential Signs or Indicators

Edgbaston Priory Club understands that abuse may take on various forms and have a wide spectrum of potential indicators. These forms of abuse and potential indicators may include:

Physical abuse

Physical abuse is when someone hurts or harms a child or at-risk adult. It includes:

- Hitting with hands or objects;
- Slapping and punching
- Kicking;
- Shaking;
- Throwing;
- Poisoning;
- Burning and scalding;
- Biting and scratching;
- Breaking bones;
- Drowning.

It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or at-risk adult. It also includes making up the symptoms of an illness or causing a child or at-risk adult to become unwell.

Signs of physical abuse may include:

- Bruises;
- Broken or fractured bones;
- Burns or scalds;
- Bite marks.

It can also include other injuries and health problems, such as:

- Scarring;
- The effects of poisoning, such as vomiting, drowsiness or seizures;
- Breathing problems from drowning, suffocation or poisoning.

Head injuries in babies and toddlers can be signs of abuse so it's important to be aware of these. Visible signs include:

- Swelling;
- Bruising;
- Fractures;
- Being extremely sleepy or unconscious;
- Breathing problems;
- Seizures;
- Vomiting;
- Unusual behaviour, such as being irritable or not feeding properly.

Domestic violence or abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It's important to remember that at-risk adults who may enter into consensual relationships may also end up becoming victims of domestic abuse.

Signs that a child or at-risk adult has witnessed domestic abuse may include:

- Aggression or bullying;
- Anti-social behaviour, like vandalism;
- Anxiety, depression, or suicidal thoughts;
- Attention seeking;
- Bed-wetting, nightmares, or insomnia;
- Constant or regular sickness, like colds, headaches, and mouth ulcers;
- Drug or alcohol use;
- Eating disorders;
- Problems in school or trouble learning;
- Tantrums;
- Withdrawal.

Signs that an individual may be a victim of domestic abuse may include:

- Physical injuries;
- Agitation, anxiety, or constant apprehension;
- Changes in sleep habits (sleeping too much or not enough);
- Developing a drug or alcohol problem;
- Extremely apologetic or meek;
- Loss of interest in daily activities;
- Low self-esteem;
- Seeming fearful;
- Symptoms of depression;
- Talking about or attempting suicide.

In addition, you may notice that the person;

- Becomes reserved and distant;
- Begins isolating themselves by cutting off contacts with friends and family members;
- Cancels appointments or meetings with you at the last minute;
- Drops out of activities they would usually enjoy;
- Exhibits excessive privacy concerning their personal life or the person with whom they're in a relationship;
- Is often late to work or other appointments.

Sexual abuse

Sexual abuse is when a child or at-risk adult is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.

There are two types of sexual abuse; contact and non-contact. In both instances abuse can happen in person or online.

Contact abuse is where the abuser makes physical contact with a child or at-risk adult. This includes:

- Sexual touching of any part of a child's body, whether they're clothed or not;
- Using a body part or object to rape or penetrate a child;
- Forcing a child to take part in sexual activities;
- Making a child undress or touch someone else.

Contact abuse can include touching, kissing and oral sex – sexual abuse isn't just penetrative.

Non-contact abuse is where a child or at-risk adult is abused without being touched by the abuser. This can be in person or online and includes:

- Exposing or flashing;
- Showing pornography;
- Exposing a child to sexual acts;
- Making them masturbate;
- Forcing a child to make, view or share child abuse images or videos;
- Making, viewing, or distributing child abuse images or videos;
- Forcing a child to take part in sexual activities or conversations online or through a smartphone.

Signs of sexual abuse can include emotional and behavioural signs, which may include:

- Avoiding being alone with or frightened of people or a person they know.
- Language or sexual behaviour you wouldn't expect them to know.
- Having nightmares or bed-wetting.
- Alcohol or drug misuse.
- Self-harm.
- Changes in eating habits or developing an eating problem.
- Changes in their mood, feeling irritable and angry, or anything out of the ordinary.

There may also be physical signs, which can include:

- Bruises.
- Bleeding, discharge, pains or soreness in their genital or anal area.
- Sexually transmitted infections.
- Pregnancy.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status, and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender, or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

CSE can happen in person or online. An abuser will gain a child's trust or control them through violence or blackmail before moving onto sexually abusing them. This can happen in a short period of time.

When a child is sexually exploited online they might be persuaded or forced to:

- Send or post sexually explicit images of themselves
- Film or stream sexual activities
- Have sexual conversations.

Once an abuser has images, video, or copies of conversations, they might use threats and blackmail to force a young person to take part in other sexual activity. They may also share the images and videos with others or circulate them online.

Gangs use sexual exploitation:

- To exert power and control
- For initiation
- To use sexual violence as a weapon.

Children or young people might be invited to parties or gatherings with others their own age or adults and given drugs and alcohol. They may be assaulted and sexually abused by one person or multiple perpetrators. The sexual assaults and abuse can be violent, humiliating and degrading.

Sexual exploitation can be difficult to spot and sometimes mistaken for "normal" teenage behaviour. Knowing the signs can help protect children and help them when they've no one else to turn to.

Signs that a child may be a victim of child sexual exploitation may include:

- Unhealthy or inappropriate sexual behaviour.
- Being frightened of some people, places, or situations.
- Bring secretive.
- Sharp changes in mood or character.
- Having money or things they can't or won't explain.
- Physical signs of abuse, like bruises or bleeding in their genital or anal area.
- Alcohol or drug misuse.
- Sexually transmitted infections.
- Pregnancy.

Other things you may notice may include:

- Having an older boyfriend or girlfriend.
- Staying out late or overnight.
- Having a new group of friends.
- Missing from home or care, or stopping going to school or college.
- Hanging out with older people, other vulnerable people or in antisocial groups.
- Involved in a gang.
- Involved in criminal activities like selling drugs or shoplifting..

It is important to note than at-risk adults could also become victims of sexual exploitation, and that the type of abuse and the signs and indicators of such abuse are similar to CSE.

Psychological or emotional abuse

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child or at-risk adult. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate, or ignore a child or at-risk adult.

Emotional abuse is often a part of other kinds of abuse, which means it can be difficult to spot the signs or tell the difference, though it can also happen on its own.

There might not be any obvious physical signs of emotional abuse or neglect, and a child or vulnerable might not tell anyone what's happening until they reach a 'crisis point'. That's why it's important to look out for signs in how a child or at-risk adult is acting.

As children and at-risk adults grow up, their emotions change. This means it can be difficult to tell if they're being emotionally abused, but **children or at-risk adults who are being emotionally abused might:**

- Seem unconfident or lack self-assurance;
- Struggle to control their emotions;
- Have difficulty making or maintaining relationships;
- Act in a way that's inappropriate for their age.

Financial or material abuse

Financial (or material) abuse is a type of abuse which includes having money or other property stolen, being defrauded, being put under pressure in relation to money or other property and having money or other property misused.

Signs of financial or material abuse may include:

- Missing personal possessions;
- Unexplained lack of money or inability to maintain lifestyle;
- Unexplained withdrawal of funds from accounts;
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity;
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so;
- The person allocated to manage financial affairs is evasive or uncooperative;
- The family or others show unusual interest in the assets of the person;
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA;
- Recent changes in deeds or title to property;
- Rent arrears and eviction notices;
- A lack of clear financial accounts held by a care home or service;
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person;
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house;
- Unnecessary property repairs.

Modern slavery and Trafficking

Modern Slavery is the exploitation of people who have been forced, deceived, or coerced into a life of labour and servitude.

Trafficking is where children and / or at-risk adults are tricked, forced, or persuaded to leave their homes and are moved or transported and then exploited, forced to work, or sold. Children and / or at-risk adults are trafficked for:

- Sexual exploitation;
- Benefit fraud;
- Forced marriage;
- Domestic slavery like cleaning, cooking and childcare;
- Forced labour in factories or agriculture;
- Committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Trafficked children and / or at-risk adults may experience many types of abuse and neglect. Traffickers use physical, sexual, and emotional abuse as a form of control. Children and at-risk adults are also likely to be physically and emotionally neglected and may be sexually exploited.

Someone who is experiencing modern slavery may:

- Appear to be under the control of someone else and reluctant to interact with others;
- Not have personal identification on them;
- Have few personal belongings, wear the same clothes every day or wear unsuitable clothes for work;
- Not be able to move around freely;
- Be reluctant to talk to strangers or the authorities;
- Appear frightened, withdrawn, or show signs of physical or psychological abuse;
- Dropped off and collected for work always in the same way, especially at unusual times, i.e., very early or late at night.

A child or at-risk adult who is or has been trafficked may:

- Spend a lot of time doing household chores;
- Rarely leave their house or have no time for playing;
- Be orphaned or living apart from their family;
- Live in low-standard accommodation;
- Be unsure which country, city or town they're in;
- Can't or are reluctant to share personal information or where they live;
- Not be registered with a school or a GP practice;
- Have no access to their parents or guardians;
- Be seen in inappropriate places like brothels or factories;
- Have money or things you wouldn't expect them to;
- Have injuries from workplace accidents;
- Give a prepared story which is very similar to stories given by other children or at-risk adults.

Discriminatory abuse

Discriminatory abuse is the unequal treatment of individuals or groups based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010).

It may include verbal abuse or derogatory remarks, inappropriate use of language related to a protected characteristic, denying access to communication aids, harassment, or deliberate exclusion, denying basic rights, and substandard service provision in relation to a protected characteristic.

Signs of discriminatory abuse may include:

- The person appears withdrawn and isolated;
- Expressions of anger, frustration, fear, or anxiety;
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic.

Organisational of institutional abuse

Organisational or institutional abuse is the inability to provide a good level of care to an individual or group of people. It may be a one-off incident, repeated incidents, or on-going ill-treatment. It could be due to neglect or poor care because of the arrangements, processes, and practices in an organisation.

Signs of organisational or institutional abuse may include:

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational, and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

Neglect or acts of omission

Neglect is the ongoing failure to meet a child or at-risk adults basic needs. A child or at-risk adult might be left hungry or dirty, or without proper clothing, shelter, supervision, or health care. This can put children and at-risk adults in danger. It can also have long term effects on their physical and mental wellbeing.

Acts of omission include Ignoring medical, emotional, or physical care needs. Failure to provide access to appropriate health, care and support or educational services. It is the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Types of neglect include:

- **Physical neglect** – basic needs, such as food, clothing, or shelter, are not met or they aren't properly supervised or kept safe.
- **Educational neglect** – parent or guardian doesn't ensure the person in their care is given an education.
- **Emotional Neglect** – a child or at-risk adult doesn't get the nurture and stimulation they need. This could be through ignoring, humiliating, intimidating, or isolating them.
- **Medical Neglect** – a child or at-risk adult isn't given proper health care. This includes dental care and refusing or ignoring medical recommendations.

Neglect can be very difficult to spot. Having one of the signs doesn't necessarily mean a child or at-risk adult is being neglected. But if you notice multiple signs that last for a while, they might show there's a serious problem. **Children and at-risk adults who are neglected might have:**

- **Poor appearance and hygiene** – they may be dirty or smelly, have unwashed clothes or the wrong type of clothes (for example no warm clothing in winter), not be given money for food or may be consistently hungry, and in infants may have frequent or untreated issues such as nappy rash.
- **Health and development problems** – they may have body issues such as poor muscle tone & prominent joints, medical or dental issues, miss medical appointments including for vaccinations, not be given correct medicines, regularly be ill or in poor health, experience regular skin issues such as sores, rashes, flea bites or scabies, thin or swollen tummy, untreated injuries, excessive tiredness, weight or growth issues, or have poor language skills.
- **Housing and family issues** – they may live in an unsuitable home environment such as having no heating, may be left alone for long periods of time, or take on the role of carer for other family members.
- **Change in behaviour** – may become, clingy, aggressive, withdrawn, depressed or anxious, experience a change in eating habits, display obsessive behaviour, struggle with concentration, may miss school, show signs of self-harm, or use drugs / alcohol.

Self-neglect

Self-neglect is a general term used to describe a at-risk adult living in a way that puts his or her health, safety, or well-being at risk.

Self-neglect is lack of self-care to an extent that it threatens personal health and safety. It may include neglecting to care for one's personal hygiene, health or surroundings, or an inability to avoid harm as a result of self-neglect, failure to seek help or access services to meet health and social care needs.

Signs of self-neglect may include:

- Very poor personal hygiene;
- Unkempt appearance;
- Lack of essential food, clothing, or shelter;
- Malnutrition and/or dehydration;
- Living in squalid or unsanitary conditions;
- Neglecting household maintenance;
- Hoarding;
- Collecting many animals in inappropriate conditions;
- Non-compliance with health or care services;
- Inability or unwillingness to take medication or treat illness or injury.

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.

Signs of bullying or cyberbullying may include:

- Belongings getting 'lost' or damaged;
- Physical injuries, such as unexplained bruises;
- Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school;
- Not doing as well at school;
- Asking for, or stealing, money (to give to whoever's bullying them);
- Being nervous, losing confidence, or becoming distressed and withdrawn;
- Problems with eating or sleeping;
- Bullying others.

Criminal exploitation and gangs

Criminal exploitation is abuse where children and at-risk adults are manipulated and coerced into committing crimes.

The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.

- **Peer group** - A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context.
- **Street gang** - "Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity."
- **Organised criminal gangs** - "A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.'"

County Lines is the police term for urban gangs exploiting children and at-risk adults into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines". Children as young as 12 years old have been exploited into carrying drugs for gangs. This can involve children and at-risk adults being trafficked away from their home area, staying in accommodation, and selling and manufacturing drugs. This can include:

- Airbnb and short term private rental properties;
- Budget hotels;
- The home of a drug user, or other vulnerable person, that is taken over by a criminal gang- this may be referred to as cuckooing.

A child or at-risk adult might be recruited into a gang because of where they live or because of who their family is. They might join because they don't see another option or because they feel like they need protection. Children and at-risk adults may become involved in gangs for many reasons, including:

- Peer pressure and wanting to fit in with their friends;
- They feel respected and important;
- They want to feel protected from other gangs, or bullies;
- They want to make money, and are promised rewards;
- They want to gain status, and feel powerful;
- They've been excluded from school or college and don't feel they have a future.

Organised criminal gangs groom children and at-risk adults because they're less suspicious and are given lighter sentences than other adults.

There are some signs to look out for if you're worried a child or young person has joined a gang, or is being criminally exploited. It might be hard to spot at first, but the sooner you're able to talk to the young person the more you'll be able to help them. **Signs may include:**

- Frequently absent from and doing badly in school.
- Going missing from home, staying out late and travelling for unexplained reasons.
- In a relationship or hanging out with someone older than them.
- Being angry, aggressive or violent.
- Being isolated or withdrawn.
- Having unexplained money and buying new things.
- Wearing clothes or accessories in gang colours or getting tattoos.
- Using new slang words.
- Spending more time on social media and being secretive about time online.

- Making more calls or sending more texts, possibly on a new phone or phones.
- Self-harming and feeling emotionally unwell.
- Taking drugs and abusing alcohol.
- Committing petty crimes like shop lifting or vandalism.
- Unexplained injuries and refusing to seek medical help.
- Carrying weapons or having a dangerous breed of dog.

Grooming

Grooming is when someone builds a relationship, trust and emotional connection with a child or at-risk adult so they can manipulate, exploit, and abuse them.

Children and at-risk adults who are groomed can be sexually abused, exploited or trafficked.

Anybody can be a groomer, no matter their age, gender or race. Grooming can take place over a short or long period of time – from weeks to years. Groomers may also build a relationship with the person's family or friends to make them seem trustworthy or authoritative.

Sings of grooming may include:

- Being very secretive about how they're spending their time, including when online;
- Having an older boyfriend or girlfriend;
- Having money or new things like clothes and mobile phones that they can't or won't explain;
- Underage drinking or drug taking;
- Spending more or less time online or on their devices;
- Being upset, withdrawn or distressed;
- Sexualised behaviour, language or an understanding of sex that's not appropriate for their age;
- Spending more time away from home or going missing for periods of time.

Female genital mutilation

Female Genital Mutilation (FGM) is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.

You might have heard some FGM terms that you're not familiar with, including:

- **'Cutter'** - A 'cutter' is somebody who carries out FGM. They might use things like knives, scalpels, scissors, glass or razor blades to carry out the procedure.
- **'Cutting season'** - This refers to the summer months – often July, August and September – when many girls are on break from school or college. This is often the period when girls have time to undergo FGM. Girls might be flown abroad during this time, so it's important to be aware of this risk.

FGM is a form of child abuse. It's dangerous and a criminal offence in the UK. We know:

- There are no medical reasons to carry out FGM;
- It's often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades;
- Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained;
- It's used to control female sexuality and can cause long-lasting damage to physical and emotional health.

FGM can happen at different times in a girl or woman's life, including:

- When a baby is new-born;
- During childhood or as a teenager;
- Just before marriage;
- During pregnancy.

A child or at-risk adult who's at risk of FGM might ask you for help, but in some cases they might not know what's going to happen to them, so it's important to be aware of the signs.

Sings that FGM might happen may include:

- A relative or someone known as a 'cutter' visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM.
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school.
- A girl runs away – or plans to run away - from home.

Signs that FGM might have taken place may include:

- Having difficulty walking, standing, or sitting.
- Spending longer in the bathroom or toilet.
- Appearing quiet, anxious, or depressed.
- Acting differently after an absence from school or college.
- Reluctance to go to the doctors or have routine medical examinations.
- Asking for help – though they might not be explicit about the problem because they're scared or embarrassed.

Online Abuse

Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets, and mobile phones. And it can happen anywhere online, including:

- Social media;
- Text messages and messaging apps;
- Emails;
- Online chats;
- Online gaming;
- Live-streaming sites.

Children and at-risk adults can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Children and at-risk adults may experience different types of online abuse, such as:

- Cyberbullying;
- Emotional Abuse;
- Grooming;
- Sexting;
- Sexual Abuse;
- Sexual Exploitation.

Signs of online abuse may include:

- Spend a lot more or a lot less time than usual online, texting, gaming or using social media;
- Seem distant, upset or angry after using the internet or texting;
- Be secretive about who they're talking to and what they're doing online or on their mobile phone;
- Have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

Non-recent (or historical abuse)

Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse.

The impact of child abuse can last a lifetime. Abuse can have a huge effect on your health, relationships and education and can stop you from having the childhood and life you deserve. You might find it harder to cope with life's stresses, getting a job or being the type of parent you want to be. You may also develop mental health problems and drug or alcohol issues.

The effects can be short term but sometimes they last into adulthood. If someone has been abused as a child, it's more likely that they'll suffer abuse again. This is known as revictimisation.

Part Three: The Safeguarding Procedure

13) The reporting procedure - dealing with a disclosure

Where there is a safeguarding disclosure:

The individual who is told about, hears, or is made aware of the concern / disclosure is responsible for following the “**Safeguarding Reporting Procedure**” (See Appendix A). This should include informing the Designated Safeguarding Lead (DSL) or the On-Duty Deputy in the first instance, unless the individual of concern is at imminent risk of harm, in which case the police should be called first.

When dealing with a disclosure follow the following steps:

1. **Listen** carefully and calmly to the individual
2. **Reassure** the individual that they have done the right thing and what they have told you is very important
3. **Avoid questioning** where possible, and never ask leading questions
4. **Do not promise secrecy**. Let the individual know that you will need to speak to a DSL because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too.
5. **Report the concern**. In an emergency, call the police (999), otherwise talk to the DSL as soon as possible. Do not let doubt / personal bias prevent you from reporting the allegation
6. **Record** details of the disclosure and allegation using the **Safeguarding Concern Form** (See Appendix B). Make certain you distinguish between what the person has said and the inferences you may have made. Your report should be given to a DSL as soon as practically possible, and within 48 hours of the incident. *Safeguarding Concern Forms are available behind reception with the accident/incident forms.*

For more information about dealing with a disclosure see Appendix A, the **Safeguarding Reporting Procedure**.

The Club’s Designated Safeguarding Lead is responsible for reporting safeguarding concerns to the relevant organisations and to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child / adult at risk at all times.

Dependent on the concern/disclosure, a referral may be made to:

- The police in an emergency (999)
- British Tennis Services team: 020 8487 7000
- Children’s Advice and Support Service (0121 303 1888)
- Birmingham Safeguarding Children’s Board (0121 464 2612)
- Birmingham City Council (At-risk adults) (0121 303 1234)
- Disclosure and Barring Service for concerns/disclosures about a member of staff, consultant, coach, official or volunteer (03000 200 190)

In general, we will discuss any Safeguarding concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents / carers after consultation with the DSL. However, there may be occasions when the club will contact another agency **before** informing parents / carers because it considers that contacting them may increase the risk of harm to the child.

14) Responding to an allegation or concern regarding a member of staff, volunteer, contractor, or another stakeholder operating on behalf of Edgbaston Priory Club

All allegations or concerns must be reported directly to the Designated Safeguarding Lead (DSL) or the On-Duty Deputy, using the **Safeguarding Reporting Procedure** (Appendix A).

This guidance must be followed in any case in which it is alleged that a member of staff, visiting professional or volunteer has:

- Behaved in a way that has harmed a child or at-risk adult, or may have harmed a child or at-risk adult;
- Possibly committed a criminal offence against, or related to, a child or at-risk adult; or
- Behaved in a way that indicates s/he is unsuitable to work with children or at-risk adults.

Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff or volunteers to abuse children or at-risk adults. All staff working within our organisation must report any potential safeguarding concerns about an individual's behaviour towards children and at-risk adults immediately.

15) Breaches of the Safeguarding Policy, Code's of Conduct, and the Reporting Procedure

Breaches of the Safeguarding Policy, related Codes of Conduct, and / or failure to comply with the outlined responsibilities as set out in the Reporting Procedure (Appendix B) may result in:

- Disciplinary action leading to possible exclusion from the Club, dismissal, and legal action;
- Termination of current and future roles within the Club.

Actions taken by Members, parents or guardians, staff, consultants, volunteers, officials, coaches, or any other stakeholder, inside or outside of the Club that are seen to contradict this Policy may be considered a violation of this Policy.

Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should adhere to the club's appeal procedure.

16) Whistleblowing – reporting a concern regarding a child or at-risk adult

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity, and accountability. As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

What is whistle blowing?

In the context of safeguarding, “whistle blowing” is when someone raises a concern about the well-being of a child or a at-risk adult.

A whistle blower may be:

- a player;
- a volunteer;
- a coach;
- other member of staff;
- an official;
- a parent;
- a member of the public;
- any other stakeholder.

How to raise a concern about a child or at-risk adult at the club

If a child or at-risk adult is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or a at-risk adult is not in immediate danger, any concerns about their well-being should be made without delay to the Designated Safeguarding Lead (DSL) or the On-Duty Deputy, using the **Safeguarding Reporting Procedure** (Appendix A). The DSL or Deputy will pass the details of the concern on to the appropriate channels at the earliest opportunity. Depending on the context of the whistleblowing allegation this may include:

- The police in an emergency (999);
- British Tennis Services team: (020 8487 7000);
- Children’s Advice and Support Service (0121 303 1888);
- Birmingham Safeguarding Children’s Board (0121 464 2612);
- Birmingham City Council (At-risk adults) (0121 303 1234);
- Disclosure and Barring Service for concerns/disclosures about a member of staff, consultant, coach, official or volunteer (03000 200 190).

If, however, the whistle blower does not feel comfortable raising a concern with the DSL or Deputy, the whistle blower should contact the LTA Safeguarding Team directly on 020 8487 7000, Birmingham Safeguarding Children’s Board on 0121 464 2612, Birmingham City Council (At-risk adults) on 0121 303 1234; or the NSPCC on 0808 800 5000.

Information to include when raising a concern

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- Their name and contact details (unless they wish to remain anonymous);
- Names of individuals involved;
- Date, time, and location of incident/circumstance; and
- Whether any witnesses were present.

What happens next?

All concerns raised by a whistle blower about the well-being of a child or a at-risk adult will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.

If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside of Edgbaston Priory Club, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Support

The club will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

Reviewing Procedures

This procedure is reviewed annually (or sooner as determined by legislative change or other appropriate circumstance).

This procedure was most recently reviewed on **November 2021**

Signed by:



John Lawrence
Designated Safeguarding Lead

Part 4: Appendix and Additional Documents

Appendix A:

Safeguarding Reporting Procedure

Edgbaston Priory Club acknowledges the duty of care to safeguard and promote the welfare of children and at-risk adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority and legislative requirements.

Reporting of Safeguarding Concerns may manifest in different ways. These flow charts are to be used as examples of perceived best practice. However, every situation is unique, and some element of interpretation may be required from the person reporting the concern to achieve an appropriate outcome.

Those reporting a Safeguarding Concern should use their knowledge of the situation to follow the most appropriate process as listed below:

Flow Chart 1 - A child or at-risk adult makes a disclosure to you

Flow Chart 2 - Staff / member / volunteer makes you aware of concerns related to the welfare of a child or at-risk adult

Flow Chart 3 - You are made aware of concerns relating to the suitability of another member of staff / a member / coach / volunteer to work with a child or at-risk adult

Useful Contacts

Emergency Services	-	999
NSPCC	-	0808 800 5000
Birmingham Safeguarding Children Board (BSCB)	-	0121 464 2612
Children's Advice & Support Service	-	0121 303 1888
Birmingham City Council - At-risk adults (BCC-VA)	-	0121 303 1234
British Tennis Safeguarding Team	-	0208 487 7000
England Squash Safeguarding Team	-	0161 438 4302
Disclosure and Barring Service*	-	0300 020 0190

*(For concerns / disclosures about a member of staff, consultant, coach, official officer, or volunteer)

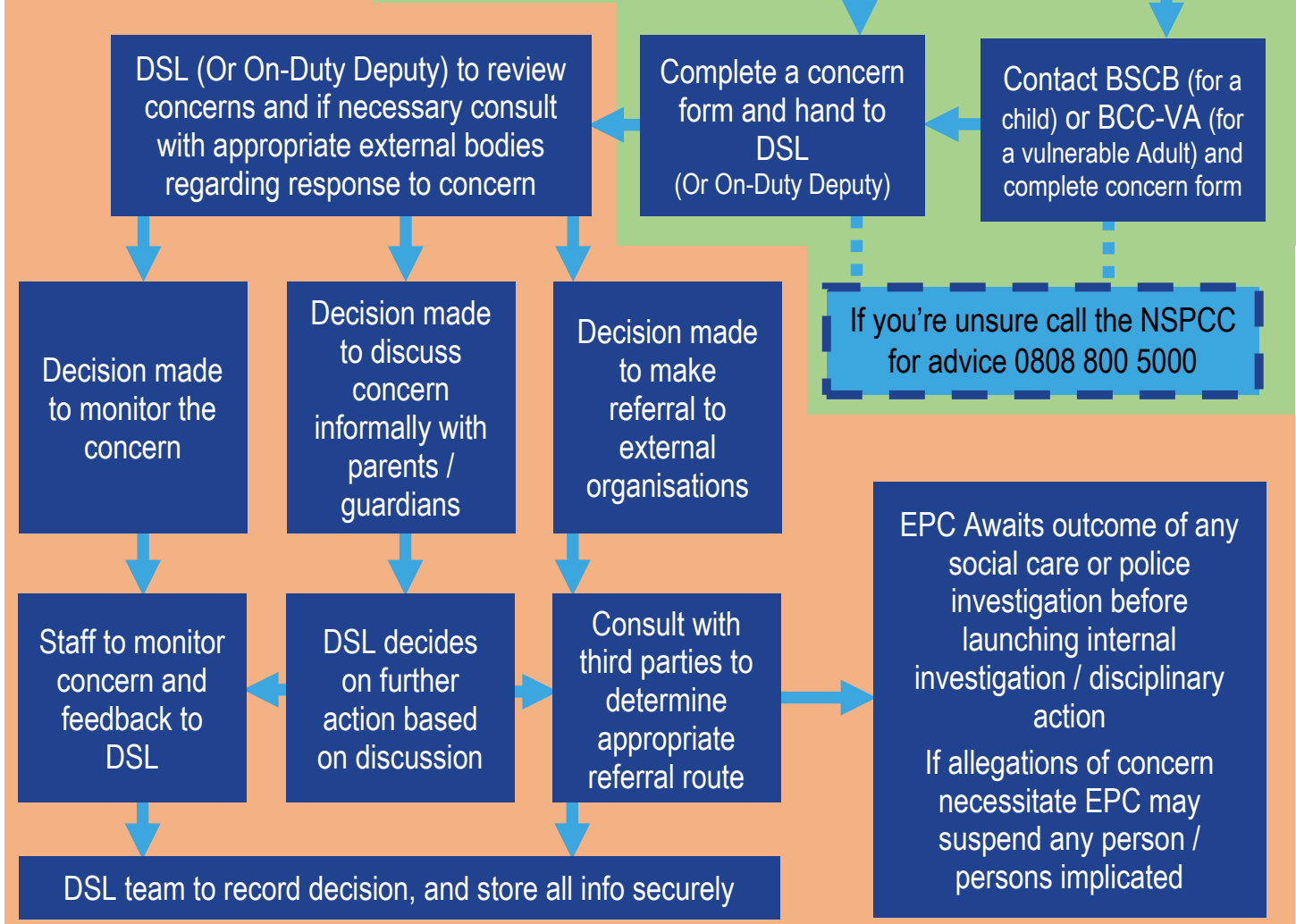
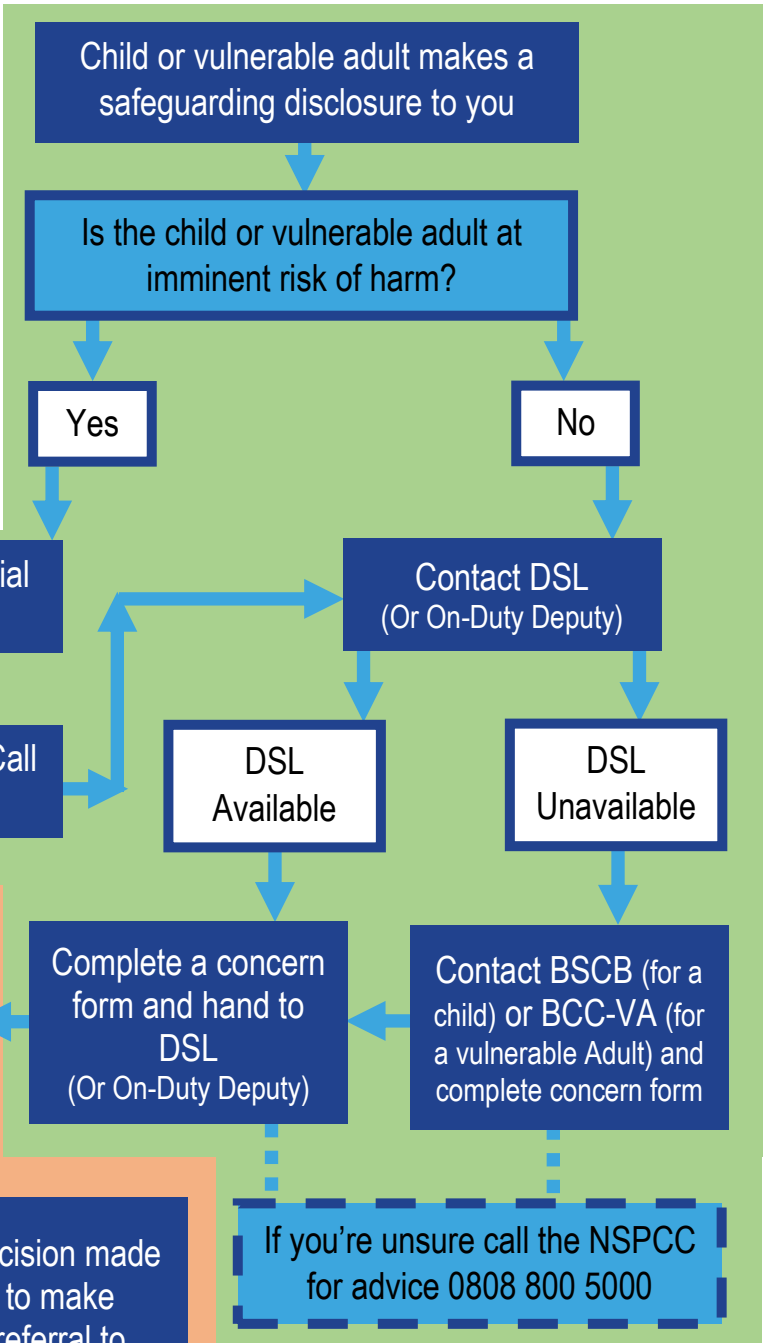
Flow Chart 1 - A child or at-risk adult makes a disclosure to you

Key Contact Numbers

Emergency Services	- 999
Birmingham Safeguarding Children Board (BSCB)	- 0121 464 2612
Birmingham City Council Vulnerable Adults (BCC-VA)	- 0121 303 1234
NSPCC	- 0808 800 5000

To Contact DSL

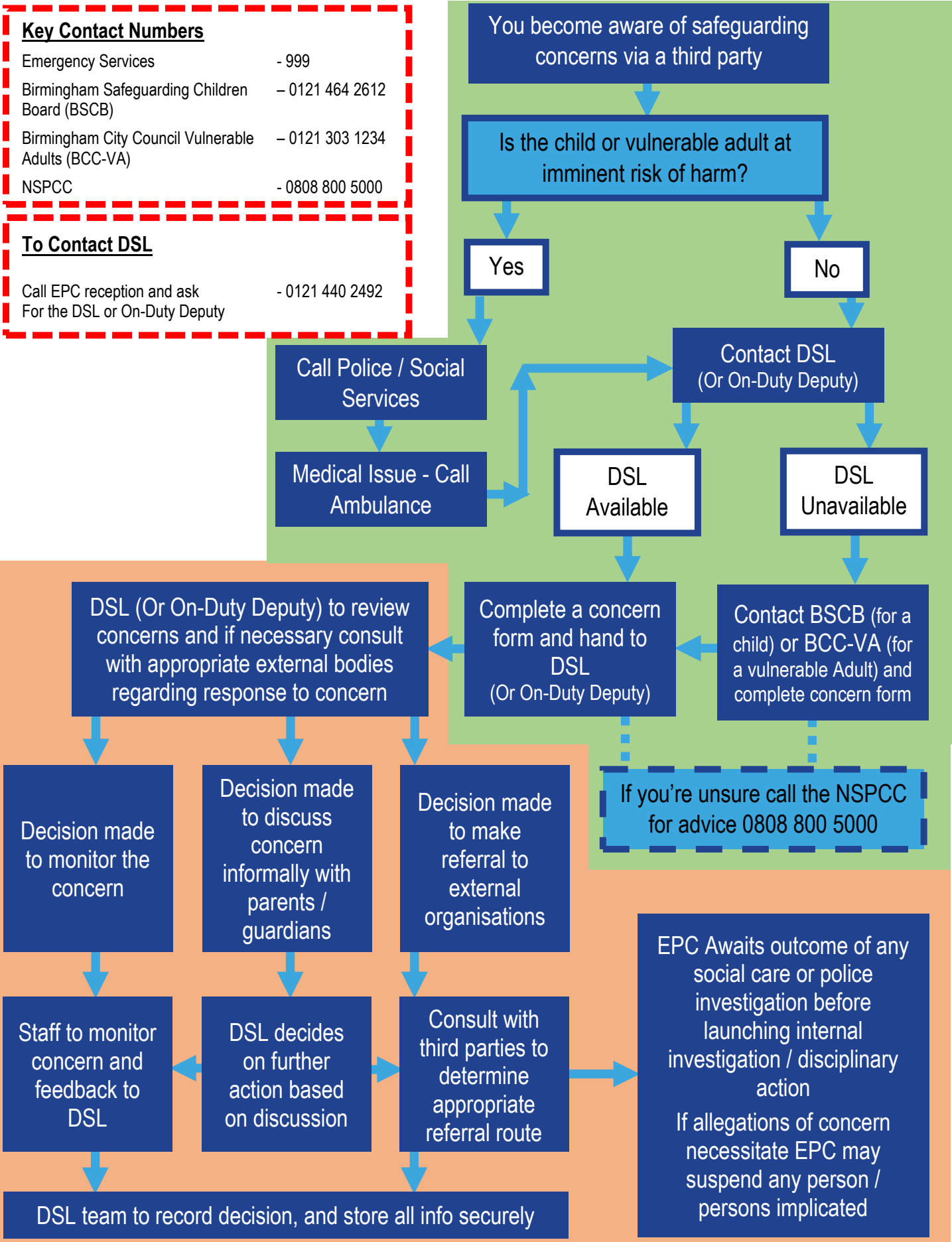
Call EPC reception and ask For the DSL or On-Duty Deputy - 0121 440 2492



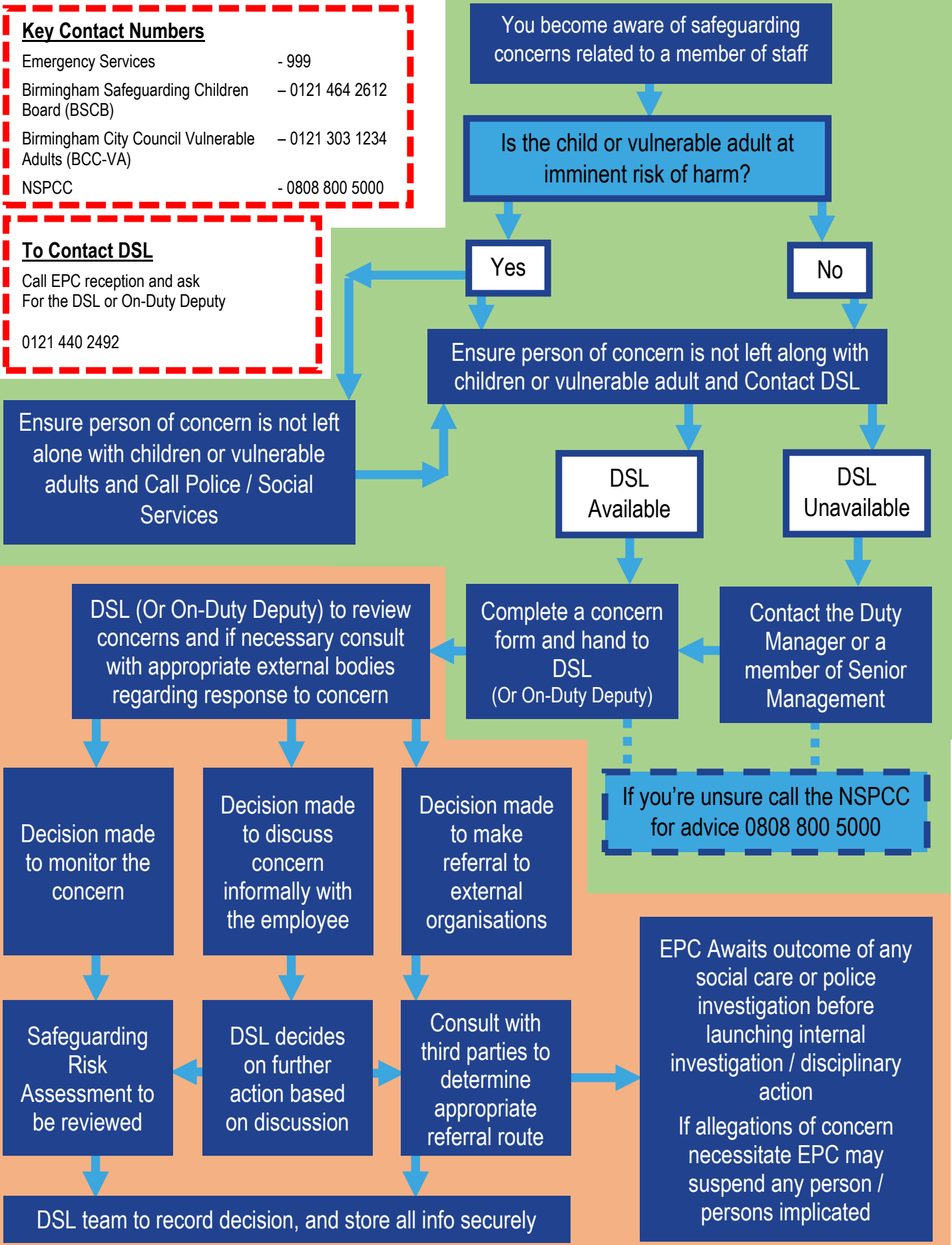
If you're unsure call the NSPCC for advice 0808 800 5000

Flow Chart 2 -

Staff / member / volunteer makes you aware of concerns related to the welfare of a child or at-risk adult



Flow Chart 3 - You are made aware of concerns relating to the suitability of another member of staff / a member / coach / volunteer to work with a child or at-risk adult



Appendix B:

Edgbaston Priory Club Safeguarding Concern Form

The privacy of your personal data is very important to us. The collection and processing of personal data by Edgbaston Priory Club is governed by the General Data Protection Regulation (the "GDPR"). All data collected on this form will be used for investigation purposes only and will only be shared with external organisations should there be legal responsibility for the Club to do so.

This form should be completed when there is cause for concern and handed to the Designated Safeguarding Lead or on Duty Deputy. Or if they are unavailable deposited in the drop box found at the clubhouse main reception.

Details of Person Involved:

Name:

Date of Birth:

Details of Person Reporting Concerns

Full Name:

Address:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A; If NO, omit section A and move straight to Section B

Section A:

Date and time of incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Section B:

Details of concern/disclosure/incident:

(What was said, observed, reported)

Action taken:

(What did you do following the incident/disclosure/concern?)

Signed:

Date:

For completion by the Designated Safeguarding Lead (DSL):

DSL Response:

Action taken by DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Signed by DSL:

Date:

Full Name:

Checklist for DSL:

- ✓Concern described in sufficient detail?
- ✓Distinguished between fact, opinion and hearsay?
- ✓Child's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)
 - ✓Jargon free?
- ✓Free from discrimination/stereotyping or assumptions?
- ✓Concern recorded and passed to DSL in a timely manner?

Appendix C:

Safeguarding - Code of Conduct

For staff, coaches, board and sub-committee members and volunteers

Edgbaston Priory Club acknowledges the duty of care to safeguard and promote the welfare of children and at-risk adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority and legislative requirements.

As a member of staff / coach / board / sub-committee member / volunteer (*delete as appropriate*), you are expected to:

- Understand, implement, and comply with our safeguarding policy and procedures;
- Report any concern about, or allegations of abuse or poor practice to the Designated Safeguarding Lead or the On-Duty Deputy;
- Listen to any concerns that children, at-risk adults, or their parents / guardians may have;
- Consider your behaviour – do not engage in any behaviour that constitutes a form of abuse;
- Respect your position of trust and maintain appropriate boundaries and relationships with children and at-risk adults;
- Keep any coaching and / or safeguarding training up to date;
- Keep children safe in any sessions that you are involved with, by supervising appropriately, using safe methods and techniques, and by putting the safety of children and at-risk adults first;
- Make sure that you have appropriate staffing ratios of adult to participant before sessions begin involving children or at-risk adults;
- Ensure equipment is fit for purpose, safe to use, and accessible;
- Respect the rights of children and at-risk adults in relation to trust, whilst being honest and open with them;
- Champion everyone's right to take part and celebrate difference in our club by not discriminating against, regardless of gender, race, sexual orientation, or ability;
- During activities, if an injury occurs stop the session and ensure suitable first aid or help is sought;
- Use constructive and positive methods of developing the skills of children and at-risk adults, without humiliating or harming them;
- Behave appropriately online, remembering that you are a representative of Edgbaston Priory Club, and comply with our online safety and acceptable use policy;
- Challenge and address instance of poor, negative, aggressive, or bullying behaviour amongst children and at-risk adults.
- Lead by example when it comes to good sportsmanship, positive behaviour and commitment to sport, exercise, and well-being;
- Develop positive relationships, and where your role requires, catch up regularly with them about their child's development;
- Make our club a friendly and welcoming place to be!

As a member of our team, we understand that you have the right to:

- Enjoy the time you spend with us and be supported in your role within the club;
- Be informed of our safeguarding and reporting procedures, and what you need to do if something isn't right;
- Have access to ongoing training in all aspects of your role;
- Be listened to;
- Be involved and contribute towards decisions within our club or the activities you are involved in;
- Be respected and treated fairly by us and our governing body;
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability;
- Be protected from any type of abuse, and be supported to resolve conflicts.

We expect all of our team to follow the behaviours and requests set out in this code.

If any member of our team behaves in a way which contradicts any of the points set out in this code, we'll address the problem straight away with and aim to resolve the issue.

Issues or breaches of this code may result in us taking disciplinary action against you with the involvement of relevant governing bodies, and may ultimately result in your dismissal from your role with Edgbaston Priory Club.

Signature:

Print Name:

Date:

Appendix D:

Safeguarding - Code of Conduct

For junior members and non-members

Edgbaston Priory Club acknowledges the duty of care to safeguard and promote the welfare of children and at-risk adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority and legislative requirements.

As a young person taking part in activities related to Edgbaston Priory Club, you are expected to:

The Essentials

- Keep yourself safe by listening to your parent, guardian, coach or trainer, behaving responsibly and speak out when something isn't right;
- When you're with us, stay in the places you are supposed to, and not wander off or leave without telling a member of staff;
- Take care of our equipment and the premises as if they were your own;
- Make it the sessions on time, and if you're running late let a member of staff know;
- Bring the right kit to sessions and wear appropriate kit for the weather during outdoor activities;
- Not smoke or consume alcohol on our premises, or during practices, competitions or when representing us.

Behaviour

- Respect and celebrate difference in our club and not discriminate against anyone else on the grounds of gender, race, sexual orientation, or ability;
- Report any incidents of bullying, including homophobia or transphobia, to a member of staff, even if you are just a witness;
- Treat other young people with respect and appreciate that everyone has different levels of skill and talent;
- Make our club a welcoming and friendly place to be;
- Support and encourage your teammates. Tell them when they've done well and be there for them when they are struggling;
- Respect our staff, and the staff and young players of other teams and venues;
- Be a good sport. Celebrate when we win and be gracious when we don't;
- Play by the rules and have fun;
- Follow our online safety and internet use policies;
- Get involved in club or activity decisions; this is your club too!

As a young person taking part, we understand that you have the right to:

- Enjoy the time you spend with us and know that you are safe;
- Be told who you can talk to if something isn't right;
- Be listened to;
- Be involved and contribute towards decisions within our club or the activities you are involved in;
- Be respected and treated fairly by us and others at the club;
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability;
- Be encouraged, and to develop skills with our help;
- Be looked after if there's an accident or injury and have your parents informed if needed.

We expect all young people to follow the behaviours and requests set out in this code.

If any young person behaves in a way which contradicts any of the points set out in this code, we'll address the problem straight away with the involvement of parents / guardians and aim to resolve the issue.

Issues or breaches of this code may result in us taking disciplinary action against you which may involve asking you to leave a session or activity, either temporarily or permanently, depending on circumstances, to protect the welfare of other young people and staff. This is something that we never want to do.

Signed by:



Matt Rawnsley
Chief Executive
November 2021

Appendix E:

Safeguarding - Code of Conduct

For parents and guardians

Edgbaston Priory Club acknowledges the duty of care to safeguard and promote the welfare of children and at-risk adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority and legislative requirements.

As a parent / guardian of a junior taking part in activities related to Edgbaston Priory Club, you are expected to:

The Essentials

- Make sure your child has the right kit for their session, and where appropriate enough food and drink;
- Try to make sure your child arrives to sessions on time and is picked up promptly, or let us know if you're running late, or if your child will be being collected by someone else;
- Complete all consent, contact and medical forms and update us straight away if anything changes;
- Make sure your child wears any protective kit we provide for them;
- Maintain a good relationship with your child's coach or trainer, and catch u p with them as much as you can to talk about your child's development;
- Talk to us if you have any concerns about any part of your child's involvement – we want to hear from you.

Behaviour

- Try and learn about your child's sport and what it means to them;
- Take the time to talk to your child about what you both want to achieve through sport;
- Remember that children get a wide range of benefits from participating in sport, like making friends, getting exercise, and developing skills. It isn't all about being the best or winning!;
- Listen to your child if they tell you that they don't want to do something;
- Behave positively on the side-lines – shout encouragement, say 'well done,' and let your children know that you are proud of what they are doing!;
- Think about the way you react and behave, and how this will affect not just your own child, but other parents / guardians and their child too;
- Accept the official's judgement and do not enter the field of play;
- Use social media responsibly when talking about what goes on at our club, and behaving the same way online as you would in person;
- Talk to your child about embracing good sportsmanship and etiquette;
- Encourage your child to play by the rules;
- Ensure your child understands their code of conduct.

As a parent / guardian, we understand that you have the right to:

- Be assured that your child is safeguarded during their time with us;
- See any of our policies or procedures on request;
- Know who our Designated Safeguarding Lead is, and how to contact them or the team of Deputies;
- Be involved and contribute towards decisions within the club or activity;
- Know what training and qualification's our staff have;
- Be informed of problems or concerns relating to your child;
- Know what happens if there is an accident or injury, be informed if your child is injured, and see records of any accidents concerning your child;
- Have your consent sought for anything outside of the normal activities, such as permission to attend fixtures at other venues, or for photography;
- Have any concerns about any aspect of your child's welfare listened to and responded to.

We expect all parents / guardians to follow the behaviours and requests set out in this code.

If any parent / guardian behaves in a way which contradicts any of the points set out in this code, we'll address the problem straight away with the involvement of parents / guardians and aim to resolve the issue.

Persistent concerns or breaches may result in parents / guardians being asked not to attend sessions or activities, if their attendance is considered a risk to the welfare and / or enjoyment of any of the participants.

Continued issues or breaches of this code may result in us regrettably asking your child to leave the session, activity, or club permanently, something we never want to do.

Signed by:



Matt Rawnsley
Chief Executive
November 2021

Appendix F:

Consent and Emergency Contact Form

The privacy of your personal data is very important to us. The collection and processing of personal data by Edgbaston Priory Club is governed by the General Data Protection Regulation (the "GDPR"). All data collected on this form will be used for the purpose of consent for activities. Data will be shared with those who have the responsibility for the activity being taken part in by the participant named below. Data will be kept for the duration specified period selected below.

Your details (if U18 must be the parent / guardian)

Name:		
Address:		
Contact details:	Phone: Mobile:	Email:

Details of the child / adult (if different)

Name:		
Date of birth:		
Address (if different from the parent / guardian):		
Contact details (if different from the parent / guardian):	Phone: Mobile:	Email:

Details of the event/trip the child / adult will be attending

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Activities

I give permission for the child / adult to:	
Be involved in photography and/or filming.	Yes / No
Travel by any form of public transport or in a motor vehicle.	Yes / No
Other (please detail)	Yes / No

Child / Adult Medical / Disability History

Does the child /adult have:	
Any health needs (e.g. diabetes, asthma, epilepsy, allergies) that we should be aware of?	Yes / No
Any access needs?	Yes / No
Any religious or spiritual practices we should be aware of?	Yes / No
Any dietary needs we should be aware of?	Yes / No
Anything else which we should be aware of?	Yes / No
If yes to any of the above, please provide full details e.g. time medication must be taken, if help is required to administer medication, etc. (Please use additional paper if required).	

Emergency Contact Details (if different from Parent/Guardian)

Name:		
Relationship to the child or adult:		
Address:		
Contact details:	Phone: Mobile:	Email:

Confirmation

Name of parent / guardian or adult (print):		Date	
Signature:			
Consent valid for the following period (please circle)	This event only 1 week 1 month	1 year Other (please detail):	

Appendix xi:

Common Terminology

Edgbaston Priory Club acknowledges the duty of care to safeguard and promote the welfare of children and at-risk adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority and legislative requirements.

The below is a list of common terminology used throughout our Safeguarding Policy and Procedures, and definitions are intended to be used in conjunction with these documents.

Safeguarding	Safeguarding is the action that is taken to promote the welfare of children and at-risk adults and protect them from harm.
Designated Safeguarding Lead	The Designated Safeguarding Lead is appointed individual who acts as the first point of contact for any safeguarding incident or concern in the setting and even sometimes outside of the workplace.
On Duty Deputy	The On Duty Deputy is the individual appointed to take on responsibilities of the Designated Safeguarding Lead in the event that they are unavailable.
Stakeholder	Any person with a related interest or concern in Edgbaston Priory Club.
Safer Recruitment	Safer recruitment means ensuring that the staff and volunteers who are hired to work with children, young people and at-risk adults have been suitably checked to prevent any harm being done to the people in their care.
Board Member	Any person elected or co-opted on to the Edgbaston Priory Club management board.
Child	Any person under the age of 18.
At-risk adult	Any person over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment.
Disclosure	The process by which a child or at-risk adult will let someone know that abuse is taking place, or that something is not right.
Concern	A report of a feeling or worry that a child or at-risk adult may be at risk of abuse or harm, or may have been abused or harmed.
Abuse	Abuse is when someone causes us harm or distress, and does not have to be a deliberate or intended action.